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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 14, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-18

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Update – Important Changes to Payroll Deductions for Statewide Vendor
Products (Voluntary Benefits)

In OSUP Memorandum #2015-07, agencies were advised of the 2015 plan year changes to statewide vendor products effective January 1, 2015. In conjunction with the Office of Group Benefits' (OGB) 2015 plan year annual enrollment extension, all statewide vendor product enrollments will be allowed through December 7, 2014 also. These deductions will be effective for the first pay period in January 2015 (January 9, 2015). The agency deadline to enter statewide vendor deduction changes in eEnrollment has been extended to December 12, 2014. Agencies should advise all of their employees of the annual enrollment extension. Agencies should also direct employees to the statewide vendor/ product listing page located on the OSUP website to obtain details regarding product offerings:

http://www.doa.louisiana.gov/osup/Stwide_Vnd_Prod_Listing_January2015.htm.

Note: Employees may enroll in all approved statewide vendor products (voluntary benefits) throughout the course of the plan year. Enrollment is no longer limited to the annual enrollment period as was stated in OSUP Memorandum #2015-07. Elections made during the annual enrollment period (October 1 – December 7) for products eligible for the Flexible Benefits Plan will be tax sheltered (pre-tax). Elections made outside of the annual enrollment period without an IRS-recognized qualifying event are not eligible to be tax sheltered until the following plan year.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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